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TO: Thomas A. Cropper, President

DATE: February 27, 2014

FROM: Dr. Gerald S. Jakubowski, Provost and Vice President of Academic Affairs
Steven D Browne, Chair of the Academic Senate

SUBJECT: Retention, Tenure, Promotion Timeline 2014 – 2015

Below is the agreed upon RTP timeline for the 2014 - 2015 academic year:

		Due Dates - 2014
1.	Chair of the Academic Senate conducts the election of the Senate RTP Committee.	Prior to the end of the Spring 2014 semester
2.	Director of Faculty Affairs and Chair of the Academic Senate notify RTP candidates of their eligibility and solicit requests from faculty considering early tenure and/or promotion.	Friday, Mar. 14
3.	RTP Workshop for RTP candidates eligible for retention, tenure, and/or promotion and candidates applying for early tenure and/or promotion.	Thursday, Mar. 27
4.	Senate Chair convenes the Senate RTP Committee to elect its chair. Department Chairs administer the election of Department RTP Committees.	Friday, Sept. 12
5.	Department Chairs conduct training in RTP procedures for Department RTP Committee members in accordance with RTP Policy Appendix G. Senate RTP Committee Chair conducts training in RTP procedures for Senate RTP Committee members in accordance with RTP Policy Appendix G.	Friday, Sept.19
6.	WPAF Coordinator provides to the candidates all mandatory materials from the candidates' PAFs to be included in their WPAFs.	Monday, Sept. 22
7.	Department RTP Committees conduct classroom evaluation visits, write reports and provide visit reports to candidates and the WPAF Coordinator for inclusion into the WPAFs of the RTP candidates. (Note, CBA §15.14 specifies that faculty being evaluated be provided notice of at least 5 days that a classroom visit is to take place and that there be consultation between the faculty member being evaluated and the individual who visits his/her class.)	Friday, Oct. 3
8.	**WPAF closing date. RTP candidates submit their WPAFs to the WPAF Coordinator.**	**Monday, Oct. 6**
9.	WPAF Coordinator reviews WPAFs and if necessary, inserts missing material from prior RTP cycles and other appropriate evaluative documents from the PAFs of RTP candidates. WPAF Coordinator notifies RTP candidates about documents that have been added to their WPAFs. WPAF Coordinator makes WPAF binders available to the Department Chairs and the Department RTP Committees for review.	Monday, Oct. 13
10.	Department Chairs and Department RTP Committees write recommendations concerning RTP review of candidates and give written recommendations to the WPAF Coordinator who incorporates recommendations into WPAFs and makes copies for RTP candidates. WPAF Coordinator notifies candidates by email that copies of the recommendations are available for pickup. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.	Friday, Oct. 31
11.	Deadline for candidates to submit response/rebuttal to Department Chair and/or Department RTP Committee recommendation.	Monday, Nov. 10
12.	WPAF Coordinator incorporates candidates' responses/rebuttals into the WPAFs and makes WPAFs available to the next level of review.	Tuesday, Nov. 11
13.	Senate RTP Committee and Academic Dean/Library Dean write recommendations concerning RTP review of candidates and give written recommendations to the WPAF Coordinator.	Friday, Dec. 5

WPAF Coordinator incorporates recommendations into WPAFs and makes copies for RTP candidates. WPAF Coordinator notifies candidates by email that copies of the recommendations are available for pickup. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.	Friday, Dec. 5 (cont.)
14. Deadline for candidates to submit responses/rebuttals to Senate RTP Committee and/or Academic Dean/Library Dean recommendations.	Monday, Dec. 15
15. WPAF Coordinator incorporates candidates' responses/rebuttals into the WPAFs and makes WPAFs available to the Provost/VPAA for review.	Tuesday, Dec. 16
	Due Dates – 2015
16. Provost/VPAA writes recommendations concerning review of RTP candidates and gives written recommendation to WPAF Coordinator who incorporates recommendations into WPAFs and makes copies for RTP candidates. WPAF Coordinator notifies candidates by email that copies of the recommendations are available for pickup. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.	Tuesday, Jan. 6
17. Deadline for candidates to submit responses/rebuttals to the Provost's recommendations.	Friday, Jan. 16
18. WPAF Coordinator incorporates candidates' responses/rebuttals into the WPAFs and makes WPAFs available to the President for review.	Tuesday, Jan. 20
19. President reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) of **candidates for retention who have served fewer than two (2) years of probation**, and writes decision letters. WPAF Coordinator makes copies of the decision letters, incorporates the decision letters into WPAFs, and notifies candidates by email that their decision letters are available for pickup. Candidates have ten (10) days from receipt of President's decision to request the President's reconsideration.	No later than Friday, Feb. 13 (per CBA §13.12) *
20. Candidates' deadline to request the President's reconsideration.	Monday, Feb. 23
21. President reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) of **candidates for retention who have served two (2) or more years of probation <u>and</u> candidates for tenure**, and writes decision letters. WPAF Coordinator makes copies of the decision letters, incorporates the decision letters into WPAFs, and notifies candidates by email that their decision letters are available for pickup. Candidates have ten (10) days from receipt of President's decision to request the President's reconsideration.	No later than Monday, June 1 (per CBA §13.13) *
22. Candidates' deadline to request the President's reconsideration.	Thursday, June 11
23. President reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) **of candidates for promotion** and writes decision letters. WPAF Coordinator makes copies of the decision letters, incorporates the decision letters into WPAFs, and notifies candidates by email that their decision letters are available for pickup. Candidates have ten (10) days from receipt of President's decision to request the President's reconsideration.	No later than Monday, June 15 (per CBA §14.9)
24. Candidates' deadline to request the President's reconsideration.	Thursday, June 25

* **While every attempt will be made to notify candidates for retention who have served two or more years of probation, tenure, and/or promotion prior to the commencement of the cruise period, the President has until the stated dates per CBA to make his/her final decision.**

Approved: _____ Date: 2/27/2014
Thomas A. Cropper, President